

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 May 1957

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report No. 20, 8 May - 14 May 1957

25X1

1. The Tradecraft portion of Operations Support #26 was completed on Friday, 11 May and [ ] students who had come for just that phase were checked out. More than half of the [ ] students were GS-9 or above with an average of four years in the Agency. Because of a more balanced group from the standpoint of grade and experience, their interest and responsiveness created a mutual class stimulus with the end result that many of the students made a point of remarking to the individual instructors that they had gained a great deal from the course. Critiques indicated that those students in positions of authority in their offices were going to recommend Operations Support as a "must" on their training list. We feel that the success of this particular running was due to the fact that the students fitted more closely the level for which this course was originally tailored. 25X1

2. On Monday, 13 May, we started the three weeks administrative portion of Operations Support #26 and [ ] new students joined this phase. 25X1

3. The DD/I organization lecture given in Administrative Procedures has been revised to reflect the new ORR changes. [ ] checked with [ ] of the ORR Administrative Office and he approved that portion of the lecture. 25X1

4. [ ] is spending four days at [ ] this week lecturing in both Operations and Operations Familiarization. 25X1

5. [ ] spoke at Intelligence Orientation. 25X1

6. [ ] spoke at Intelligence Orientation. 25X1

25X1

**SECRET**